

DOT TRAVEL GUIDING PRINCIPLES**Chapter 301--Travel Allowances****§ 301-3**

DEPARTMENT OF TRANSPORTATION REQUEST FOR APPROVAL OF PREMIUM - CLASS ACCOMMODATIONS		DISTRIBUTION: ORIGINAL - Attach to Employee Voucher 1 Copy to Operating Administration 1 Copy to Financial Mgt. (B-30)																				
1. MODE OF TRAVEL Air - First Class Air - Premium less than First Class Train - First Class Ship - First Class Steamer	2a. NAME OF TRAVELER 2b. TITLE/POSITION AND GRADE 2c. OFFICE TELEPHONE NUMBER																					
3. OPERATING ADMINISTRATION		4. DATE OF REQUEST																				
5. OFFICIAL DUTY STATION																						
6. TRAVEL AUTHORIZATION NUMBER	7. PERIOD OF OFFICIAL TRAVEL <div style="display: flex; justify-content: space-between;"><u>BEGINNING DATE</u><u>ENDING DATE</u></div>																					
8. PURPOSE OF TRAVEL (CHECK ONLY ONE) (SEE FTR 301-1.102 FOR DEFINITIONS) <table style="width: 100%;"><tbody><tr><td style="width: 33%;">SITE VISIT</td><td style="width: 10%; text-align: center;">0</td><td style="width: 33%;">RELOCATION</td><td style="width: 10%; text-align: center;">5</td></tr><tr><td>INFORMATION MEETING</td><td style="text-align: center;">1</td><td>ENTITLEMENT TRAVEL</td><td style="text-align: center;">6</td></tr><tr><td>TRAINING ATTENDANCE</td><td style="text-align: center;">2</td><td>SPECIAL MISSION TRAVEL</td><td style="text-align: center;">7</td></tr><tr><td>SPEECH OR PRESENTATION</td><td style="text-align: center;">3</td><td>EMERGENCY TRAVEL</td><td style="text-align: center;">8</td></tr><tr><td>CONFERENCE ATTENDANCE</td><td style="text-align: center;">4</td><td>OTHER TRAVEL PURPOSES</td><td style="text-align: center;">9</td></tr></tbody></table>			SITE VISIT	0	RELOCATION	5	INFORMATION MEETING	1	ENTITLEMENT TRAVEL	6	TRAINING ATTENDANCE	2	SPECIAL MISSION TRAVEL	7	SPEECH OR PRESENTATION	3	EMERGENCY TRAVEL	8	CONFERENCE ATTENDANCE	4	OTHER TRAVEL PURPOSES	9
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9a. ITINERARY (AS SHOWN ON THE TRAVEL AUTHORIZATION)		9b. ORIGIN AND DESTINATION POINTS FOR WHICH APPROVAL OF PREMIUM-CLASS ACCOMMODATIONS IS BEING REQUESTED																				
10. REASON AND SPECIFIC JUSTIFICATION FOR USE OF PREMIUM-CLASS ACCOMMODATION (JUSTIFICATION NECESSARY FOR EACH PREMIUM-CLASS LEG OF THE ITINERARY). SEE FTR 301-3.3																						
11. COSTS <table style="width: 100%;"><tbody><tr><td style="width: 30%;">ACTUAL FIRST CLASS FARE</td><td style="width: 10%;">\$</td><td style="width: 60%;">_____</td></tr><tr><td>COACH CLASS FARE</td><td>\$</td><td>_____</td></tr><tr><td>ADDITIONAL COST</td><td>\$</td><td>_____</td></tr></tbody></table>			ACTUAL FIRST CLASS FARE	\$	_____	COACH CLASS FARE	\$	_____	ADDITIONAL COST	\$	_____											
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REQUESTING OFFICIAL _____ <div style="display: flex; justify-content: space-between;">SIGNATUREDATE</div> _____ NAME & TITLE		APPROVING OFFICIAL (SECRETARIAL OFFICER, ADMINISTRATOR, OR DEPUTY) _____ <div style="display: flex; justify-content: space-between;">SIGNATUREDATE</div> _____ NAME & TITLE																				